

11/2/67 67-0821

14 February 1967

**MEMORANDUM FOR: Deputy Director for Support**

**SUBJECT : Biographical Information on Contract Employees**

1. I recently investigated an appeal by a contract employee of the Language Training School protesting the Agency's decision not to renew her contract. I found that her personnel file contained only fragmentary biographical information. Although she was employed by us as a teacher, we could not even establish with certainty her area of specialization in college.

2. I asked the Inspector General for a report on the Agency's requirements for submission of pre-employment biographical information on prospective contract employees. He informs me that he has discussed his views with you and that you have directed that a study be made of this subject. I would appreciate receiving from you a report describing the Agency's present practices, together with your recommendations for improvement.

Rufus Taylor  
Vice Admiral, U. S. Navy  
Deputy Director

cc: Inspector General

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TRANSMITTAL SLIP		20 Nov 67
TO: Mr. <del>Banner</del> <sup>B</sup> erman via <del>Mr. H. H. H. H.</del>		
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REMARKS:  Recommend your signature (2).  <div style="border: 1px solid black; width: 100px; height: 60px; margin: 0 auto;"></div>		
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